



**STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

Andrew Jackson Building, 9th Floor
502 Deaderick Street
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

JOB ANNOUNCEMENT

**POSITION: Executive Assistant
 Tennessee Commission on Children and Youth**

Reporting directly to the Executive Director in close partnership with the Deputy Executive Director of the Tennessee Commission on Children and Youth, the Executive Assistant serves as a motivated, confident assistant and liaison to numerous state agencies and entities. Our mission is to lead systems improvement for all children and youth through data-driven advocacy, education and collaboration.

The Core Values of the Tennessee Commission on Children and Youth are Solutions-Focused, Excellence, Brave, Team Player, Accountable, Integrity, Equity and Inclusion.

Expectations:

- Excellent and demonstrable customer relation skills with a naturally cheerful disposition with the ability to relate well with a wide variety of people and with team members from every level of the organization.
- Strong organizational and communication skills with a natural inclination to handling detailed tasks and being thorough in organization, including letter-writing and other forms of communication.
- Ability to thrive in a small, high-stakes, busy, deadline-driven, occasionally noisy work environment as a self-motivated member of the team.
- Demonstrated skill with personal computers, including proficiency in Microsoft Office Suite.
- Ability and desire to learn other new technologies.
- Demonstrable professional deportment for a C-suite environment including social skills with a respect for boundaries, diplomacy and tactfulness in communications and the ability to build relationships to advance the work of the office.

Duties:

- Developing and maintaining rapport with a variety of important personal contacts with departmental associates and other partners.
- Planning, organizing and implementing quarterly meetings of the Commission on Children and Youth including all meeting logistics, agenda development and collateral document development.
- Serving as a liaison to the Governor and Secretary of State's Offices to ensure accurate Commission Member appointments and completion of all required documents.
- Serving as a liaison to the Department of Human Resources, the Human Rights Commission and other state entities for the accurate completion of processes or required agency reports.
- Calendar management for Executive Director and Deputy Executive Director.
- Receiving and routing telephone calls; opening, dating, previewing, prioritizing, and distributing regular mail and email.

- Arranging statewide and national travel for Executive and Deputy Executive Directors.
- Carry out a variety of general clerical duties according to existing policies and procedures including routine posting, computations, filing, sorting and other clerical tasks.
- Maintain non-routine files of alpha, numeric, geographic, color coded or other nature.
- Perform clerical work including tabulations and calculations of data; prepare tables, charts, graphs, and reports.
- Complete special projects as called upon to advance the goals and objectives of the office.
- Compile documents, other preparatory information and meeting summaries in an orderly manner for various meetings.
- Scheduling appointments and meetings; Preparing and distributing materials timely for such appointments and meetings.
- Performing other related duties as required.

Education and Experience:

Ideally, the right candidate will have a bachelor's degree and work experience in state government.

At least four (4) years of full-time relevant experience is required.

Salary range: \$40,000-\$50,000, commensurate with experience.

To apply, please email your letter of interest and resume to the HR Business Solutions team at DOHR_MOU.Employees@tn.gov .

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.